

SEEKING- SECRETARY- Finance & Training Coordinator

Classification: Secretary- Finance/Training Coordinator

Compensation: \$18.00 to \$27.00 per hour *Plus Paid Holidays & Paid Sick Leave Accrual

Company: California Fire & Rescue Training Authority

We are currently seeking a Financial Secretary/Training Coordinator interested in working in the Sacramento Area for a Joint Powers Authority comprised of, Sacramento Metro Fire Department, Sacramento City Fire Department, and California's Governor's Office of Emergency Services.

In the Financial Secretary role you will be performing financial administrative and office support duties. As for Training Coordinator role you will be performing administrative support in all aspects of course coordination with instructors, students & vendors and travel arrangements. Our desirable candidate must have a background working in Financial Services/Training Coordination. This is a temporary to full-time opportunity for those who exceed our expectations.

Under general direction and supervision of the California Fire & Rescue Training Authority (JPA) Executive Director, or his representative, the Financial Secretary/Training Coordinator performs a wide variety of clerical, secretarial and administrative financial/training coordinator duties and answers telephone calls and correspondence; performs other duties as required.

Please download and complete the employment application online at:
<https://www.fireandrescuetraining.ca.gov/cfrta-fire-personnel-jobs.aspx>

Send application and resumes to: Ashley Cesaretti;
ashley.cesaretti@fireandrescuetraining.ca.gov

Job Requirements:

- Three years of increasing responsibility as a training coordinator, secretary, or in finance, involving frequent public contact, which has provided the opportunity to develop the required skills, knowledge and abilities necessary to fulfill the duties and responsibilities of this position.
- Possess a high school diploma or equivalent GED certificate. Minimum of twelve (12) units of college credits.
- Proficiency with spreadsheet, word processing and database programs. Understand and use computer printouts and data.
- Type at a corrected rate of 55 words per minute from clear copy.
- Work independently to resolve problems. Maintain integrity, honesty, reliability and cooperation. Adhere to all policies of the Authority.
- Must be at least eighteen (18) years of age.
- Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying.